

# Sustainable Business Certification Program (SBCP)

## General Office and Retail Business Checklist



<b>Business Name:</b>	
<b>Contact:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

**S**, **G**, and **P** stand for Silver, Gold, and Platinum. The numbers represent the number of points needed to attain silver, gold and platinum certification status for each category. If any of the criteria items below are unclear, please contact program staff for clarification. **\$**=Criteria items with utility rebates or incentives.

Y = YES (WILL IMPLEMENT AS PART OF SBCP)    N = NO (UNABLE TO IMPLEMENT)    X = EXISTING (MEASURE IS ALREADY BEING IMPLEMENTED)

# 1

## A

S = 9  
G = 9  
P = 9

## General Standards for All Businesses

REF #	COMPLIANCE CHECKS	REQUIREMENT	Y	N	X
1	Business has no significant health violations (Environmental Health Services)	Essential			
2	Business has met compliance with stormwater related requirements	Essential			
3	Business has achieved compliance with Fire Department regulations	Essential			
4	Provide ongoing incentives or trainings to encourage company participation	Essential			
5	Inform customers about SBCP efforts	Essential			
6	Adopt a written environmental policy statement	Essential			
7	Establish a "green team" that meets regularly to monitor/expand programs	Essential			
8	Provide 12 months of energy, gas, and water usage	Essential			
9	Attend 3 Chamber of Commerce's Sustainable Surf Committee mtgs per year	Essential			

NOTES:

# 2

## A

S = 13  
G = 13  
P = 13

## Solid Waste Reduction & Recycling

REF #	GENERAL WASTE MANAGEMENT	REQUIREMENT	Y	N	X
1	Have a solid waste assessment done for your facility	Essential			
2	Recycle all materials accepted in Rainbow's commercial recycling program	Essential			
3	Participate in Rainbow's food-scrap recycling program	Essential			
4	Make two sided printing and copying standard practice in your business	Essential			
5	Provide recycling containers at all locations where recyclables are generated	Essential			
6	Proper disposal of hazardous items, e-waste, u-waste, etc	Essential			
7	If applicable, recycle landscaper trimming (green waste)	Essential			
8	Substitute plastic bags for paper, reusable, or compostable options	Essential			
9	Find alternatives to individual bottles of water for employees and guests.	Essential			
10	Purchase copy paper with at least 30% recycled content	Essential			
11	Purchase janitorial paper products with highest postconsumer waste content	Essential			
12	Properly store and recycle Universal Wastes as required by law.	Essential			

Office / Retail Checklist

## 2

## Solid Waste Reduction &amp; Recycling (CONTINUED)

B

S = 0  
G = 2  
P = 3

REF #	REDUCE WASTE	REQUIREMENT	Y	N	X
1	Reduce printing of emails, attachments and documents	Optional criteria: choose two measure for gold certification and three measures for platinum certification			
2	Leave grass clippings on mowed turf (grasscycling)				
3	For events, use reusable dishware when possible				
4	Use electronic billing methods to invoice customers and receive payment				
5	Reduce junk mail. See <a href="http://www.StopJunkMail.org">www.StopJunkMail.org</a> for tips				
6	Send and receive faxes and e-mails directly from computers without printing				
7 \$	Recycle used ink jet cartridges				
8 \$	Recycle used copier toner cartridges				
9	Leave garbage/recycle bin bag liners in the trash/recycling container for reuse	Essential			

C

S = 0  
G = 1  
P = 2

REF #	REUSE MATERIALS	REQUIREMENT	Y	N	X
1	Print on the back side of previously printed paper	Optional criteria: choose one measure for gold certification and two measures for platinum certification			
2 \$	Donate furniture, supplies, scrap materials, etc				
3	In the lunch/break room, replace disposables with permanent ware				
4	Reuse paper or plastic packaging materials in your own shipments				
5	Offer incentives for customers who bring their own reusable bags, mugs, etc				

D

S = 0  
G = 2  
P = 3

REF #	BUY MATERIALS WITH RECYCLED CONTENT	REQUIREMENT	Y	N	X
1	Purchase business cards with recycled content	Optional criteria: choose two measures for gold certification and three measures for platinum certification			
2	Purchase toilet seat covers with post-consumer recycled-content				
3	Remodel/build with materials containing recycled content				
4	Purchase envelopes with the highest recycled content available				
5	Purchase letterhead with the highest recycled content available				
6	Purchase office/copier paper with 100% post consumer waste				
7	Purchase tissues with the highest recycled content available				
8	Purchase or obtain previously used furniture, supplies or materials				

NOTES: PLEASE INCLUDE ANY OTHER THINGS YOU ARE DOING TO REDUCE, REUSE, AND RECYCLE.

3

A  
S = 7  
G = 7  
P = 7

## Energy Conservation

B  
S = 0  
G = 3  
P = 6

REF #	REDUCE YOUR ENERGY	REQUIREMENT	Y	N	X
1	Replace incandescent bulbs with efficient compact fluorescents or LEDs	Essential			
\$	How many incandescent lamps have you replaced?	Enter #: _____			
2	Assign staff to track energy bills over time, looking for sudden rises in use	Essential			
3	Complete regularly scheduled maintenance on your HVAC (min 2x/year)	Essential			
4	Replace all T-12 fluorescent lighting with energy efficient T-8 or T-5 fixtures	Essential			
\$	How many T-12 lamps have you replaced with T-8 or T-5 fixtures?	Enter #: _____			
5	Use energy efficient exit signs, such as LEDs	Essential			
	How many LED exit signs does your business use?	Enter #: _____			
6	Set up and participate in energy tracking profile through electric utility	Essential			
7	Insulate all hot water pipes	Essential			
\$					
REF #	ENERGY CONSERVATION	REQUIREMENT	Y	N	X
1	Turn lights and electronic devices off when when not being used				
2	Use ENERGY STAR qualified refrigerators (Replace those 10 yrs old+)				
\$	How many ENERGY STAR rated refrigerators does your business use?	Enter #: _____			
	How many energy efficient minibars do you have?	Enter #: _____			
3	Reduce number of fixtures or lamps per fixture	Optional criteria: choose three measures for gold certification and six measures for platinum certification			
4	Use an outside air intake for air compressors				
5	Use task lighting instead of lighting the entire area				
6	Use a 365 day programmable thermostat to control heating and AC				
7	Adjust the blade direction of ceiling fan depending on the season				
8	Shade sun-exposed windows and walls using awnings, sunscreens, or trees				
9	Apply window film to reduce heat				
\$					
10	Use energy-efficient double paned windows on at least 90% of windows				
\$					
11	Set thermostat to 78F for cooling, 68F for heating and use timing devices				
12	Use ENERGY STAR® office equipment and enable energy saving features				
	How many ENERGY STAR rated LCD monitors does your business use?	Enter #: _____			
	How many ENERGY STAR rated copier/printer units does your business	Enter #: _____			
13	Use power mgmt software programs to activate power management settings				
	How many monitors have power management software installed?	Enter #: _____			
14	Use lighting controls such as dual technology occupancy sensors				
\$	# of ice, vending machines have motion sensors or placed in shaded areas?	Enter #: _____			
	How many rooms have time clocks	Enter #: _____			
	How many rooms have photo cells (usually for exterior lighting)?	Enter #: _____			
	How many rooms are on occupancy sensors	Enter #: _____			
15	Use sensors on vending machines and place machines in shaded areas				
\$					
16	Use a solar water heater or preheater				
\$					
17	If have cooling tower as part of HVAC, switch to PH based control system				
\$					

## 3

## Energy Conservation

17	Enter your building utility use data into Energy Star Portfolio Manager				
18	Earn incentives for your business by participating in FlexAlert.org				
19\$	Employ solar energy to the building				
20\$	Implement any of the following technologies to produce or store energy: Wind turbine, cogeneration, recovered methane, fuel cell, solar thermal				
19 & 20	What is the monthly energy generation or storage in kWh?	Enter # _____			
21	Replace or supplement A/C system with evaporative cooler				
22	Replace single or package A/C unit with one that exceeds Title 24 standards				
\$	How many Energy Star A/C units do you use?	Enter # _____			
23	Set hot water heaters to meet minimum sanitation requirements (140-150°)				
24	Complete an on-site technical assessment with SCE				

## 4

## Water Conservation

A  
S = 5  
G = 5  
P = 5

REF #	CONSERVE YOUR WATER (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Track water bills for sudden rises in use	Essential			
2	Install low flow aerators w/flow rates not to exceed 0.5 gpm in lavatory sinks	Essential			
	How many faucets do you have with low-flow aerators installed?	Enter #: _____			
	What is the flow rate of the aerators that you have installed?	Enter #: _____			
3	Regularly check for and repair all leaks	Essential			
4	Install low flow aerators or control valves in faucets & sinks	Essential			
5	Retrofit toilets > 1.6 gpf with 1.28 gpf models	Essential			
\$	How many employees does your business employ?	Enter #: _____			
	How many visitors utilize your facility per day (use averages)?	Enter #: _____			
	How many customers utilize your facility per day (use averages)?	Enter #: _____			
	What is the flush volume of your existing toilet?	Enter #: _____			
	What is the flush volume of your NEW toilet? (Leave blank if unknown)	Enter #: _____			

B  
S = 0  
G = 1  
P = 2

REF #	CONSERVE YOUR WATER	REQUIREMENT	Y	N	X
1	Use low-volume cleaning equipment for cleaning floors	Optional criteria: choose one measure for gold and two measures for platinum			
2	Provide additional urinals in mens restroom and reduce number of toilets				
\$	Install urinals with 1.0 gpf (gallon per flush) or less				
\$	Post signs in restrooms and kitchen to encourage water conservation				
5	Replace all urinals with high efficiency urinals that use 0.5 gpm or less				
\$	What is the flush volume of the OLD urinal in gallons?	Enter #: _____			
	What is the flush volume of the NEW urinal in gallons?	Enter #: _____			
	How many males are employed at your facility?	Enter #: _____			
	What is the avg. number of male customers per day in your facility?	Enter #: _____			
	What is the average number of male visitors in your facility per day?	Enter #: _____			
6	Replace old showerheads with newer low-flow showerheads below 1.5 gpm				

# 4

## Water Conservation (CONTINUED)

C  
S = 5  
G = 5  
P = 5

D  
S = 0  
G = 2  
P = 3

REF #	LANDSCAPING AND IRRIGATION (REQUIRED ITEMS)	REQUIREMENT	Y	N	X
1	Repair all broken or defective outdoor water fixtures (i.e. pipes, valves, etc)	Essential			
2	Program the irrigation system to use shorter, repeated cycles of watering (Maximum 8 mins per station/day)	Essential			
3	Water plants during early morning (Before 9:00 am)	Essential			
4	Adjust the irrigation schedule monthly during irrigation season or as needed	Essential			
5	Match sprinklers with same precipitation rates	Essential			
REF #	LANDSCAPING AND IRRIGATION (OPTIONAL ITEMS)	REQUIREMENT	Y	N	X
1	Apply mulch or compost in non-turf areas	Optional criteria: choose two measures for gold certification and three measures for platinum certification			
2 \$	Use drip irrigation				
3 \$	Install rain shut-off devices or moisture sensors that stops irrigation in rain				
4	Install a self-adjusting, weather-based irrigation controller				
5	Use recycled water and/or graywater for irrigation				
6	Plant drought tolerant plants that will not need pruning at maturity				
7	Create a "demonstration garden" featuring only native and drought tolerant				
8	Hydro-zoning (grouping of plants with similar water needs)				
9 \$	Reduce area of turf				

NOTES:

# 5

## Pollution Prevention

A  
S = 9  
G = 9  
P = 9

REF #	GENERAL POLLUTION PREVENTION	REQUIREMENT	Y	N	X
1	Use low toxic cleaning products (EPA Safer Choice or SF Approved)	Essential			
	What is the square footage of your facility?	Enter #: _____			
2	Use pest control specialist certified in integrated pest management (IPM)	Essential			
3	Eliminate or reduce pesticides by using good sanitation	Essential			
4	Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored	Essential			
5	Ensure that no wastewater enters a storm drain. Only rain down storm drain	Essential			
6	Do not wash cars, equipment, floor mats, etc where run-off enters drain	Essential			
7	Regularly check and maintain storm drain openings and basins	Essential			
8	Keep dumpsters closed and impermeable to rainwater at all times	Essential			
9	Use drain plugs/screens in all floor drains and sink drains	Essential			

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# Pollution Prevention

REF #	REDUCE AIR EMISSIONS	REQUIREMENT	Y	N	X
1	Patronize services close to your business	Optional criteria: choose one measure for gold certification and three measures for platinum certification			
2	Provide secure bicycle storage for staff and customers				
3	Offer telecommuting opportunities and/or flexible schedules				
4	Help employees rideshare by posting ride sign-up sheets & provide incentives				
	What is the total mileage that all your employees commute per day?	Enter #: _____			
5	Buy renewable energy credits or green tags to offset the CO2 emissions				
6	Use biodiesel (100% or blends) or vegetable diesel in vehicles				
7	Complete CO2 calculator to determine your own greenhouse gas emissions				
8	Convert company vehicles to low emission vehicles (electric, hybrid, etc)				
9	Use no products with added antibacterial agents, such as triclosan				
10	Install renewable energy sources, such as solar panels or wind generator				
11	Install electric vehicle charging station for public use or provide priority parking for electric car drivers				
REF #	REDUCE CHEMICALS	REQUIREMENT	Y	N	X
1	Do business with other green businesses ( <a href="http://www.greenbusinessca.org">www.greenbusinessca.org</a> )	Optional criteria: choose one measure for gold certification and four measures for platinum certification			
2	When remodeling, use natural or low emissions building materials				
3	Purchase EPEAT certified ( <a href="http://www.EPEAT.net">www.EPEAT.net</a> ) computers and monitors				
	How many EPEAT LCDs does your business use?		Enter #: _____		
	How many EPEAT CRTs does your business use?	Enter #: _____			
	How many EPEAT CPUs does your business use?	Enter #: _____			
4	Use refilled or remanufactured laser and copier toner cartridges.				
	# of remanufactured toner cartridges do you purchase for use every year?	Enter #: _____			
5	Buy recycled paint and low VOC products when available (i.e paint, etc.)				
6	Print promotional materials with vegetable or other low-VOC inks				
7	Obtain a battery recharger for the office instead of disposable batteries				
8	Replace standard fluorescent lights with low mercury fluorescent lights				
	How many low mercury T8 lamps do you use in your facility?	Enter #: _____			
9	Eliminate the routine use of all disinfectants and sanitizers (unless required)				
10	Use one or a few low-toxicity multipurpose cleaners, rather than many				
11	Use unbleached and/or chlorine-free paper products				
	How many reams of chlorine free paper do you buy annually?	Enter #: _____			
12	Eliminate the use of chemical and aerosolized air fresheners/deodorizers				

# Pollution Prevention

REF #	WASTE WATER PREVENT POLLUTION	REQUIREMENT	Y	N	X
1	Clean outdoor surfaces by dry sweeping	Optional criteria: choose two measures for gold and three for platinum certification			
2	Post signs at trouble spots to prevent storm drain pollution				
3	If water softeners are used, use potassium chloride				
4	Keep a spill kit handy to catch/collect spills				
5	When recycling electronic equipment, take to a certified "e-Steward"				
6	Recycle excess paint/solvents				

NOTES:



## Certification

All criteria have been met as of the following date: \_\_\_\_\_

Signature of Green Business Contact: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of authorized  
Green Business Program Coordinator: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*For more information, call (xxx) xxx-xxxx or email x@x.org*



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